

From: PPQA01::DELACY
To: DENGLE
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Meeting Notes - QA Release of Final Product Deliveries
10-11-88 5 P.M.

Attendees:

Bob Lloyd
Mari-Jo Dryden
Ken Rush
Bill Needs
Kathy Needs
Bill Hamlin
Tommy Hickman
Regina deLacy
Don Nanne

Purpose: to orchestrate an orderly transfer of the smoking analysis from the High Volume lab (HVL) to the QA Analytical lab (ALAB).

Samples:

Sample levels are to remain at the same levels, i.e., every 30 tray for non-menthol, and every 10 trays for menthol. Should rejection rates change dramatically, the sampling for non-menthol will revert to the earlier level of every 10 trays. Sampling will continue to be carried out by members of QA.

As the HVL has incorporated a selection process for smoking samples by use of physical data by removing any samples from the evaluation process which had CATE rod dilution of greater than 3, ALAB samples will be handled in like fashion. As no CATE in 631 with rod dilution analysis capability is interfaced with the mainframe computer, a person from Bob Lloyd's group will be identified who will, on a daily basis, take smoking samples to the HV lab, run CATE analyses and sort samples in the HVL during second shift, and return the samples to the ALAB, where they will be smoked the following morning, after they have equilibrated. The CATE operation will take approximately four hours for each shift of production.

Lab to lab correlation:

The HV lab and ALAB will smoke in tandem two days' production, in order to identify the degree of correlation between the two labs. Bill Needs will perform the statistical analysis, and present his results by Thursday. Should there not be a sufficient correlation between the two labs' results, the meeting attendees will meet again to determine a course of action.

Release Data:

Robin Hedric and the statisticians who had previously been responsible for handling smoke analysis data will meet to assure that the data will be handled in a manner consistent with previous analyses. Results of ALAB smoking will be analyzed by QA, with the reports sent to Lorraine Curtis and Mari-Jo Dryden, as before, in order that they may make release decisions. Data will be routinely shared with Bill Needs group as requested.

The above system will continue until further notice.

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